



Ref: No. CEO/Studies:06:2009

3rd June 2009

CIRCULAR

To:

All Regional Councils / Chapters/Oral Coaching Centres.

Further to the Circular (No: CEO/Studies:Cir-09/2008) dated 11th September 2008, for the benefit of the Chapters/Regional Councils and students , the TEF & IT Committee in its 177th & 178th meeting decided to issue further clarifications to the following points :

A. PRACTICAL TRAINING

1) Students registered prior to 1.1.2008:

Students registered prior to 1.1.2008 shall be required to undergo Audit/Industrial Training for 12 months in the following areas: (a) Orientation of the Organization, (b) Cost and Management Accounting areas (c) Financial Accounting area (d) Management Accounting area and (e) General Office Services.

This will be arranged through the Regional Councils/Chapters as applicable in accordance with the areas mentioned above.

2) Students registered on or after 1.1.2008:

Students registered on or after 1.1.2008 shall be required to undergo Practical Training for 36 months as prescribed in **Annexure VII of the Prospectus**.

3) In case of Switchover from Syllabus 2002 to Revised Syllabus 2008:

Students registered prior to 1.1.2008 the and opting to switch over to Revised Syllabus, 2008 **shall not** be required to undergo practical training of 3 years .

Such students shall have to only undergo Audit/Industrial Training for 12 months

(This is also applicable to students who have completed their Intermediate Course under Syllabus 2002 or earlier and have enrolled for Final Course under Revised Syllabus 2008)

B. MODULAR TRAINING

Students who have enrolled for their final course (irrespective of any Syllabus), as part of the Coaching process shall have to undergo the following training programme.

Modular Training – 15 days

Modular Training of 15 working days would be arranged by the Regional Councils and Chapters and oral coaching centre, having permission to conduct Oral/Postal coaching in the final examination.

Fees for Modular Training

The Regional Councils/Chapters/ oral coaching centre may collect the requisite fees from the students to cover the charge, which will not exceed Rs.2000/-

C. DISSERTATION

Dissertation will be included for Final Course under Revised Syllabus-2008. **Annexure I (attached)**



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D. GROUP DISCUSSION / BUSINESS COMMUNICATION

The Headquarters share of GD/BC/fees will be 50% of GD/BC fees, i.e. Rs.300/- per Group of Intermediate.

The list of topics to be covered under GD/BC is as per **Annexure II (attached)**. However, with the relevance of the topics and the changed socio-economic scenario, the topics may be updated/revised from time to time.

E. ADDITIONAL COMPUTER TRAINING

The objective of the Computer Training is to develop the skill of operation of some essential application software commonly used in Management Accounting fields in accordance with the Revised Syllabus, 2008 effective from 1.1.2008.

A student who wishes to switch over from Syllabus 2002 to Syllabus 2008 and if he:

- a) has not undergone computer training under Syllabus 2002, shall have to undergo 100 hours of computer training under Syllabus 2008.
 - b) has completed only 50 hours of computer training under Syllabus 2002 shall have to undergo the balance of 50 hours of computer training under Syllabus 2008.
- (This is also applicable to students who have completed their Intermediate Course under Syllabus 2002 or earlier and have enrolled for Final Course under Revised Syllabus 2008)

Fees:

- a) The Headquarters share Additional 50 hours Computer Training fees will be Rs.1150/- per student.
- b) Fee for additional 50 hours computer training exemption - Rs.600/-
- c) Criteria for exemption in additional 50 hours computer training will be same as mentioned in clause no. 8.9 of prospectus of Revised Syllabus, 2008.

F. WAIVER/REFUND OF FEES PAID BY PHYSICALLY CHALLENGED STUDENTS

- a) Physically Disabled students undergoing ICWAI Course shall be given waiver / refund of fees subject to their production of requisite evidence in support of being physically disabled.
- b) Definition of Disabled students is defined in Annexure II of the Circular.



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Service Charges:

Chapters / Regional Councils shall collect and remit Service Charges in full for both groups at a time as per norms laid down in Prospectus/Circulars.

It is once again reiterated that all Regional Councils/Chapters/Oral Coaching Centres shall **discontinue forthwith the system of collecting fees from students in instalments** (i.e. per group basis) In future, these Regional Councils/Chapters/Oral Coaching Centres will be required to collect and remit fees to HQ for both the groups at a time.


S. M. Galande
Chief Executive Officer

3rd June 2009